



STATE OF TENNESSEE
TENNESSEE STUDENT ASSISTANCE CORPORATION
SUITE 1510, PARKWAY TOWERS
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NASHVILLE, TENNESSEE 37243-0820
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www.tn.gov/tsac

Financial Aid Program Compliance Monitor (School Review Specialist)

Description

The Financial Aid Program Compliance Monitor (school review specialist) interprets federal and state statutes and regulations for college financial aid administrators and students and conducts on-site program reviews. Program reviews are mandated by federal and state statute and must be conducted in accordance with federal and state regulations. The School Review Specialist identifies findings and liability, if any, for the institutions reviewed. Extensive travel throughout the state is required. Typically, one to two weeks per month are spent at educational institutions.

Required Education

A bachelor's degree from an accredited college or university and three years of full-time professional financial aid experience is required. Full-time professional financial aid experience may be substituted for the required education on a year-for-year basis, for a maximum of four years.

Minimum Qualifications

Excellent working knowledge of the regulations governing the administration of federal and state financial aid programs.

Awareness and knowledge of pending changes caused by recently enacted laws.

Excellent oral and written communication skills.

Ability to perform multiple tasks.

Ability to work independently and willingness to travel as needed.

Experience working with diverse school types and populations is desired.

Duties and Responsibilities

1. Organizes and conducts reviews and evaluations of federal and state programs at participating post-secondary educational institutions.
2. Analyzes and evaluates institutional data to determine completeness, accuracy, and compliance with federal and state regulations.
3. Establishes and maintains personal contacts with institutional officials in order to explain, interpret, and enforce financial aid program policies and procedures, discuss any discrepancies noted in program reviews, and suggest plans for corrective action.
4. Maintains school program review files; prepares follow-up evaluation reports to post-secondary institutions identifying specific problems, explaining regulations, and describing actions for correction; prepares correspondence to appropriate officials regarding program reviews; maintains accurate financial reimbursement records occurring as a result of the program review.
5. Updates and develops policies, procedures, spreadsheets and reporting formats.
6. Provides assistance and technical support to financial aid administrators and TSAC staff regarding federal and state regulations.

7. Makes presentations at TSAC-sponsored training events, professional meetings and outreach programs as needed.
8. Attends and participates in training opportunities to help maintain current knowledge of federal and state regulations.
9. Participates in federal and state professional meetings.
10. Other duties as assigned.

To obtain Additional Information and Salary Range

Contact Martin McGirt, Compliance Coordinator, at 615-741-1346 or 800-342-1663 (ext. 150) or 615-532-3503.

To Apply

Contact Myrna Mansfield, Personnel Officer, at 615-741-1346 or 800-342-1663 (ext. 138) or 615-253-7442.

Applications will be accepted until vacancy is filled.